



City of Palm Coast Minutes City Council Business

City Hall
160 Lake Avenue
Palm Coast, FL 32164
www.palmcoastgov.com

Mayor Michael Norris
Vice Mayor Theresa Pontieri
Council Member Charles Gambaro
Council Member Ty Miller
Council Member David Sullivan

Tuesday, November 18, 2025

9:00 AM

**City Hall - Jon Netts
Community Wing**

City Staff

Lauren Johnston, Acting City Manager

Marcus Duffy, City Attorney

Kaley Cook, City Clerk

- Public Participation shall be in accordance with Section 286.0114 Florida Statutes.
- Other matters of concern may be discussed as determined by City Council.
- If you wish to obtain more information regarding the City Council's agenda, please contact the City Clerk's Office at 386-986-3713.
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- It is proper meeting etiquette to silence all electronic devices, including cell phones while Council is in session.
- Any person who decides to appeal any decision of the City Council with respect to any matter considered at this meeting will need a record of the proceedings, and for such purpose, may need to hire a court reporter to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

NOTICE: This meeting is being live streamed on the City of Palm Coast YouTube channel and audio recorded for public record and transparency.

A. CALL TO ORDER

Mayor Norris called the meeting to order at 9:00 a.m.

B. PLEDGE OF ALLEGIANCE TO THE FLAG AND A MOMENT OF SILENCE

C. ROLL CALL

City Clerk Kaley Cook called the roll. All members were present.

D. PROCLAMATIONS AND PRESENTATIONS

1. PROCLAMATION - NOVEMBER 2025 AS SHIRLEY CHISHOLM MONTH

The proclamation was presented to representatives of the community.

Agnes Lightfoot, President of a local Democratic Women group, shared thanks, events, and information about Shirley Chisholm.

City Council shared comments about Shirley Chisholm.

2. PRESENTATION - FLAGLER COUNTY FY 2026-35 TRANSIT DEVELOPMENT PLAN (TDP) UPDATE

Trevor Martin, Flagler County Transportation Manager, and Jonathan Roberson, Senior Planner for Urban Transportation Research, presented the topic to Council.

Topics presented included: Details of a Transit Development Plan, Flagler County Public Transportation (FCPT) Highlights, Existing & Projected Conditions in Flagler County, Project Schedule, and Upcoming Activities.

City Council held discussion on the following topics: current fleet numbers, fixed bus routes, details of the program, encouragement for increased city involvement, funding, TPO vision for the future, encouragement for increased collaboration, details for how residents can schedule a trip, and information shared by residents.

Mr. Martin and Mr. Roberson provided answers to questions.

E. PUBLIC PARTICIPATION

Public Participation shall be held in accordance with Section 286.0114 Florida Statutes. And pursuant to the City Council's Meeting Policies and Procedures:

- (1) This agenda item has a thirty (30) minute limit.
- (2) Each speaker shall at the podium, provide their name and may speak for up to 3 minutes.
- (3) The Public may provide comments to the City Council relative to matters not on the agenda at the times indicated in this Agenda. Following any comments from the public, there may be discussion by the City Council.
- (4) Public speakers may address their comments to the Council as a whole, the Mayor, or to an individual Council Member
- (5) When addressing the City Council on specific, enumerated Agenda items, speakers shall:
 - (a) make their comments concise and to the point;
 - (b) not speak more than once on the same subject;
 - (c) not, by speech or otherwise, delay or interrupt the proceedings or the peace of the City Council;
 - (d) obey the orders of the Mayor or the City Council; and
 - (e) not make any irrelevant, impertinent or slanderous comments while addressing the City Council; which pursuant to Council rules, shall be considered disorderly.
- (6) Any person who becomes disorderly or who fails to confine his or her comments to the identified subject or business, shall be cautioned by the Mayor and thereafter must conclude his or her remarks on the subject within the remaining designated time limit.

Any speaker failing to comply, as cautioned, shall be barred from making any additional comments during the meeting and may be removed, as necessary, for the remainder of the meeting.

Members of the public may make comments during the public comment portion of the meeting. Please be advised that public comment will only be permitted during the public comment portions of the agenda at the times indicated by the Chair during the meeting.

Mayor Norris shared the policies and procedures of public comment.

Chantal Preuninger commented on public transportation, lack of solution for other residents with transportation needs, and wanted the program to be through a private company.

Kathy Austrino, discussed the reason and need for temporary housing for a member of an HOA, discussed email and actions of Vice Mayor Pontieri, and requested the email thread associated with the topic.

Jeani Duarte discussed the need to build Palm Coast classy not trashy, cell towers, airport activity, data center, traffic, manhole flooding, irrigation, toilet to tap, time to get reports from Utility, and revenue that passes by daily.

Dario Delcante, retired Air Force mechanic, requested assistance with relief from touch-and-go airport traffic.

Paulette Hatfield applauded the Utility and Stormwater Departments, shared her experience with both departments, and that she was impressed with the staff that assisted her.

Ms. Johnston shared that she would follow up on the public records requests discussed in public comment.

Vice Mayor Pontieri provided the details of the situation shared by Ms. Austrino.

Council Member Sullivan discussed the other transportation options available for a cost to residents.

F. MINUTES OF THE CITY COUNCIL

3. MINUTES OF THE CITY COUNCIL: NOVEMBER 4, 2025, BUSINESS MEETING NOVEMBER 13, 2025, SPECIAL WORKSHOP MEETING

Pass

Motion made to approve by Vice Mayor Pontieri and seconded by Council Member Gambaro

Approved - 5 - Vice Mayor Theresa Pontieri, Mayor Michael Norris, Council Member Charles Gambaro, Council Member David Sullivan, Council Member Ty Miller

G. ORGANIZATIONAL ITEMS

4. DISCUSSION - CITY MANAGER SEARCH

City Council held discussion on the candidates, the process, and the importance of reaching a unanimous decision.

Council Member Sullivan provided a recommendation on the process and voting ballots for selection of the candidate.

Public comment:

Chantal Preuninger listened to the video interviews and the meet and greet and shared support for Mr. Fraser.

The City Clerk recited the votes for City Manager:

Mayor Norris – Michael McGlothlin

Vice Mayor Pontieri – Michael McGlothlin

Council Member Miller – David Fraser

Council Member Sullivan – David Fraser

Council Member Gambaro – Michael McGlothlin

Pass

Motion made to appoint Michael McGlothlin as the City Manager and to allow Mayor Norris to coordinate with staff to negotiate and finalize the contract by Vice Mayor Pontieri and seconded by Council Member Gambaro

Approved - 5 - Vice Mayor Theresa Pontieri, Mayor Michael Norris, Council Member Charles Gambaro, Council Member David Sullivan, Council Member Ty Miller

5. CITY COUNCIL REVIEW OF POLICIES AND PROCEDURES

Mayor Norris provided a brief introduction.

Council Member Sullivan looked to reduce to one scheduled workshop, to be between the two business meetings and to be held on 9:00 a.m., and provided procedure suggestions.

Attorney Duffy provided public notice requirements.

Mayor Norris shared the intent of having two workshops and two business meetings.

City Council held discussion on the following topics: purpose of multiple workshops, procedure for workshops, motions to only be at business meetings, reminder of procedures already outlined in the document, workshop schedule

and the fourth workshop being optional, public comment, and a request to include virtual attendance for Council Members.

Ms. Johnston sought clarification on the Council schedule for workshops and discussed updating the first workshop of the month to be held at 9:00 a.m. for ease of scheduling consultants, and adjusting the second optional workshop to be at 6:00 p.m. City Council provided consensus.

City Attorney Duffy will bring recommended updates based on Council discussion to a future Business Meeting for consideration.

6. VICE MAYOR APPOINTMENT FOR FY 2025-2026

Council Member Gambaro discussed 3 of the Council Members moving on next year and nominated Council Member Miller. The motion died for a lack of second.

Council Member Sullivan nominated Vice Mayor Pontieri to continue as Vice Mayor. The motion was seconded by Council Member Miller.

Pass

Approved - 4 - Vice Mayor Theresa Pontieri, Council Member Charles Gambaro, Council Member David Sullivan, Council Member Ty Miller

Denied – 1 - Mayor Michael Norris

7. CITY COUNCIL LIAISON APPOINTMENTS FOR FY 2025-2026

Ms. Johnston provided a brief background of the item.

City Council requested to add the Humane Society Council Liaison.

City Council held discussion on the various appointments, and they are as follows:

- *Affordable Housing Advisory Committee: Council Member Charles A. Gambaro, Jr.*
- *Family Life Center: Vice Mayor Theresa Pontieri*
- *Flagler County Cultural Council: Vice Mayor Theresa Pontieri*
- *Flagler County Transportation Disadvantaged Local Coordinating Board: Council Member David Sullivan*
- *Flagler Schools Oversight Committee: Council Member Ty Miller, Council Member Gambaro*
- *Florida Department of Juvenile Justice, Circuit 7: Council Member David Sullivan*
- *Joint Cities and County Workshop: Mayor Mike Norris, Council Member Ty Miller*
- *St. Johns River Water Management District: Council Member Charles A. Gambaro, Jr.*
- *Tourist Development Council: Vice Mayor Theresa Pontieri*
- *Volusia-Flagler Transportation Planning Organization: Council Member Ty Miller; Mayor Michael Norris (alternate)*

- *Northeast Florida Regional Council: Council Member Charles A. Gambaro, Jr.*
- *Flagler Humane Society Liaison: Vice Mayor Theresa Pontieri*

H. BID PROTEST REGARDING INTENT TO AWARD FOR ITB-UT-25-68

8. APPEAL OF BID PROTEST FOR ITB-UT-25-68 PROVIDE AND INSTALL NEW ODOR CONTROL UNIT FOR PUMP STATION 32-2

Brian Roche, Utility Director, and Helena Alves, Financial Services Director, provided a background of the item.

Attorney Duffy provided the bid protest procedure.

City Council held discussion on the following topics: incomplete bid process and subjective ability to choose bids, quality control process before bids are submitted, listing items required to be submitted, levels of miscommunication between what we say and what we expect, lack of clarity for participants, and guidance to remove as much subjectivity as possible.

Steven Nelson, Odyssey Manufacturing, presented the appeal and asked for the next bidder to be selected or to rebid the project.

City Council held discussion with Mr. Nelson on the list of documents, the documents he submitted for the project, and how he went about submitting the documents.

Council Member Miller asked what happens based on the vote.

Attorney Duffy provided the procedure as outlined in the bid manual.

Public Comment:

Jeani Duarte agreed that this is with merit and should be rebid.

John Furlong agreed that this is with merit and supported allowing a rebid.

Council Member Sullivan asked about potential impacts from delaying the project.

Vice Mayor Pontieri shared that she takes the decision to overstep staff very seriously, but did not think the process was transparent and fair.

Council Member Miller encouraged the package to be robust and specific to every single contract and evaluated independently.

Pass

Motion made to approve the appeal of bid protest for ITB-UT-25-68 with merit and to rebid the project by Vice Mayor Pontieri and seconded by Council Member Gambaro

Approved - 4 - Vice Mayor Theresa Pontieri, Mayor Michael Norris, Council Member Charles Gambaro, Council Member Ty Miller

Denied – 1 – Council Member Sullivan

I. ORDINANCES SECOND READING

9. ORDINANCE 2025-25 CHAPTER 44, TRAFFIC AND VEHICLES, ARTICLE II, STOPPING, STANDING, AND PARKING, BY AMENDING SUBSECTION 44-34(C) PARKING AND STORAGE OF VEHICLES GENERALLY, OF THE CITY CODE OF ORDINANCES

Ms. Johnston shared that the requested changes have been made, and staff was available for questions.

Vice Mayor Pontieri asked if the language was specific enough to ensure that vehicles are only being parked in driveways and encouraged additional language.

Council Member Miller shared concern for daytime swale parking of commercial vehicles.

City Council held additional discussion with Attorney Duffy on the Ordinance language.

*Vice Mayor Pontieri recommended to following Ordinance language:
“A commercial vehicle may park in the same manner as a passenger vehicle in a residential zoned lot if...”*

Mayor Norris and Attorney Duffy held discussion on not obstructing city easements.

Council Member Gambaro discussed enforcement of the ordinance.

Attorney Duffy shared that the clarifying amendments to the ordinance do not meet the requirements of a major change and the amended ordinance will be available before the next meeting.

Public comment:

Chantal Preuninger asked where contractors will park.

Dario Delcante stated that this will change the feel of the community and will be abused.

Paulette Hatfield asked for truck length of a normal non-commercial vehicle, if it does not have a commercial license plate how can it be called a commercial vehicle, and for photos of what trucks would be allowed to park overnight.

Council Member Miller replied to public comment on allowable parking for contractor’s during business hours.

Council Member Sullivan believed this to be a slippery slope.

Vice Mayor Pontieri highlighted that there will be a 6 month check in to get updates from Code Enforcement.

Council Member Gambaro discussed the pilot program that was used for chickens and asked why this Ordinance is different from a policy perspective.

Mayor Norris encouraged proactive enforcement.

Council Member Gambaro believed this to be inconsistent policy making.

Vice Mayor Pontieri shared the history of the chicken pilot program and difference to this topic.

Pass

Motion made to be adopted as amended on second reading by Vice Mayor Pontieri and seconded by Council Member Miller

Approved - 3 - Vice Mayor Theresa Pontieri, Mayor Michael Norris, Council Member Ty Miller

Denied - 2 - Council Member Charles Gambaro, Council Member David Sullivan

J. RESOLUTIONS

10. RESOLUTION 2025-191 APPROVING A BUDGET AMENDMENT FOR THE 2024-2025 BUDGET RELATING TO THE APPROPRIATIONS OF FUNDS FOR THE TRANSPORTATION IMPACT FEE FUND, OLD KINGS ROAD SPECIAL ASSESSMENT FUND

Mayor Norris read the title into the record.

Ms. Johnston and Ms. Alves provided a brief summary.

*Public comment:
There were none.*

Pass

Motion made to approve by Council Member Sullivan and seconded by Council Member Miller

Approved - 5 - Vice Mayor Theresa Pontieri, Mayor Michael Norris, Council Member Charles Gambaro, Council Member David Sullivan, Council Member Ty Miller

11. RESOLUTION 2025-186 ESTABLISHING THE DOWNTOWN URBAN CORE TENANT IMPROVEMENT GRANT PROGRAM

Mayor Norris read the title into the record.

John Zabler, Director of Community Development, presented the topic to City Council. Topics presented included: Vision, building momentum, the CRA promise, catalyst projects underway, the emerging downtown experience, proposed mixed-use development, the stage, planned YMCA, Downtown Urban Core Tenant Improvement Program, examples of eligible improvements, the application process, and the start of the next chapter.

City Council held discussion on the following topics: revenue sharing, sales tax and fees, tenancy, determination of requirements, traffic patterns and studies, asked for details of the terms and conditions as listed in the Resolution, intent to limit to the explicitly listed uses, and a request to include language in the resolution that approves the conditions of the exhibits.

Public Comment:

Chantal Preuninger discussed vacant businesses.

Jeani Duarte discussed investment of the businesses and highlighted details of the reimbursement.

Mayor Norris highlighted that these are economic incentives and shared details of the program.

Pass

Motion made to approve as amended by Council Member Gambaro and seconded by Council Member Sullivan

Approved - 5 - Vice Mayor Theresa Pontieri, Mayor Michael Norris, Council Member Charles Gambaro, Council Member David Sullivan, Council Member Ty Miller

12. RESOLUTION 2025-184 APPROVING THE CDBG CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT FOR THE PROGRAM YEAR OF OCTOBER 1, 2024, TO SEPTEMBER 30, 2025

Mayor Norris read the title into the record.

City Council recessed at 12:12 p.m. and resumed at 12:32 p.m.

Jose Papa, Senior Planner, and Jackie Gonzalez, Site Development Coordinator, presented the topic to Council. Topics presented included: Program history and background and the performance and evaluation report.

City Council held discussion on the following topics: Summer camp assistance, balances, and statutory fund and account requirements.

Public comment:

There were none.

Pass

Motion made to approve by Council Member Gambaro and seconded by Vice Mayor Pontieri

Approved - 5 - Vice Mayor Theresa Pontieri, Mayor Michael Norris, Council Member Charles Gambaro, Council Member David Sullivan, Council Member Ty Miller

13. RESOLUTION 2025-XX AMENDMENT TO THE INTERLOCAL AGREEMENT BETWEEN FLAGLER COUNTY AND THE CITY OF PALM COAST REGARDING THE STATE HOUSING INITIATIVE PARTNERSHIP PROGRAM

Mayor Norris read the title into the record.

Jackie Gonzalez, Site Development Coordinator, and Devry Paradwoski, Flagler County Housing Program Manager, presented the topic to Council. Topics presented included: Florida Statutes, details of the interlocal agreement, updates and changes, and recommendation.

City Council held discussion on examples and definition of amendment and revision.

Ms. Gonzalez and Ms. Paradowski provided response to Council comments and questions.

*Public Comment:
There were none.*

Pass

Motion made to approve by Council Member Gambaro and seconded by Council Member Sullivan

Approved - 5 - Vice Mayor Theresa Pontieri, Mayor Michael Norris, Council Member Charles Gambaro, Council Member David Sullivan, Council Member Ty Miller

14. RESOLUTION 2025-193 AMENDING POLICY RELATING TO THE COMMUNITY DEVELOPMENT BLOCK GRANT PURCHASE ASSISTANCE PROGRAM FOR FIRST TIME HOMEBUYERS

Jose Papa, Senior Planner, and Jackie Gonzalez, Site Development Coordinator, presented the topic to Council.

Topics presented included: details of the first-time homebuyers' plan and updates.

City Council held discussion on the following topics: verification of homeownership details, success of the program, positives for the City, how to

share the message about these programs, tracking what affordable housing is in our community, diversifying how funds are dispersed, and applicable conditions.

Public comment:

There were none.

K. CONSENT

Council Member Miller held discussion on item 18 with Mr. Akins, IT Director.

Public Comment:

Tony Amaral asked about item 17, the bid date, and asked about surfacing projects and road scanning.

Ms. Johnston shared details of road scanning and the benefits of doing so every few years.

Mr. Cote shared that the last scan was done 4 years ago and the importance of the metrics.

Pass

Motion made to be adopted on consent by Council Member Gambaro and seconded by Council Member Miller

Approved - 5 - Vice Mayor Theresa Pontieri, Mayor Michael Norris, Council Member Charles Gambaro, Council Member David Sullivan, Council Member Ty Miller

- 15. RESOLUTION 2025-183 APPROVING A MASTER PRICE AGREEMENT WITH PACIFIC STAR CORPORATION AND CORE & MAIN LP FOR THE PURCHASE OF LABORATORY REAGENTS AND SUPPLIES**
- 16. RESOLUTION 2025-192 APPROVING THE PIGGYBACK CONTRACT WITH COBB COUNTY BOARD OF COMMISSIONERS AND HD SUPPLY FACILITIES MAINTENANCE, LTD., FOR MAINTENANCE, REPAIR, AND OPERATING SUPPLIES AS NEEDED**
- 17. RESOLUTION 2025-189 APPROVING THE PIGGYBACK CONTRACT WITH THE BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FL AND TRANSMAP AND EXPENDITURES UNDER THIS CONTRACT FOR ROAD PAVEMENT CONDITION ASSESSMENT SERVICES**
- 18. RESOLUTION 2025-185 APPROVING MULTIPLE SERVICE ORDERS FOR FIRE STATIONS AND DATA CENTER FIBER CONSTRUCTION**
- 19. RESOLUTION 2025-188 APPROVING THE PIGGYBACK CONTRACT WITH NASPO AND THE REDESIGN GROUP FOR THE PURCHASE OF INFORMATION TECHNOLOGY EQUIPMENT AND SERVICES**

20. RESOLUTION 2025-187 APPROVING THE PIGGYBACK CONTRACT WITH OMNIA PARTNERS AND BSN SPORTS LLC FOR ATHLETICS AND PHYSICAL EDUCATION SUPPLIES

L. PUBLIC PARTICIPATION

Remainder of Public Comments is limited to three (3) minutes each.

Jeani Duarte discussed the selection of Vice Mayor and the process during today's meeting, committee appointments, wanted to see the mayor be able to fit himself in the committees that he requested, and consistency and transparency in the Utility Department.

Ms. Johnston replied that the records requests will be completed consistent with State Statutes.

M. DISCUSSION BY CITY COUNCIL OF MATTERS NOT ON THE AGENDA

Council Member Gambaro discussed the upcoming Council schedule and only 1 item scheduled for the 12/9 workshop meeting.

Ms. Johnston asked if Council would like to cancel the workshop and move the scheduled item. City Council provided unanimous consensus.

Council Member Sullivan shared about the upcoming tree lighting event.

Council Member Miller highlighted the holiday lights going up around the park, upcoming holiday season, and shared the TPO response for SR-100.

Vice Mayor Pontieri wished a Happy Thanksgiving, looked forward to upcoming events, thanked Council for the appointment as Vice Mayor, and asked for consensus from Council to amend chapter 49 of the utility ordinance to protect utilities from being purchased by private entities, to direct legal counsel to draft an ordinance requiring a super majority approval, and that public benefit should be met through made through a non-binding referendum. Council provided a unanimous consensus to discuss the topic further at a future workshop.

Mayor Norris shared about the upcoming holiday parade, the boat parade, and encouraged sharing support for the community and to have a great holiday season.

N. DISCUSSION BY CITY ATTORNEY OF MATTERS NOT ON THE AGENDA

Attorney Duffy wished a Happy Thanksgiving.

O. DISCUSSION BY CITY MANAGER OF MATTERS NOT ON THE AGENDA

21. EMERGENCY AND SOLE SOURCE PURCHASE REPORT

P. ADJOURNMENT

*The meeting was adjourned at 1:38 p.m.
Respectfully submitted by: Kaley Cook, CMC, FCRM
City Clerk*